



Date: _____

6400 El Verde Road, Leon Valley, TX 78238
Phone: (210) 684-1391 X226 Fax: (210) 684-6988

C of O # _____

CERTIFICATE OF OCCUPANCY (C of O) APPLICATION

Fee: \$60.00

<u>I. Tenant/Applicant Information</u> Name(Applicant): _____ Business Name: _____ Property Address: _____ Phone No.: () _____ Zoning Designation: _____	<u>II. Property Owner Information</u> Name: _____ Address: _____ Street _____ City _____ State _____ Zip _____ Phone No.: () _____ Fax No.: () _____
<u>III. Business/Tenant Information & Questionnaire</u> <ul style="list-style-type: none">Describe the proposed use in detail: _____ If the use is storage or warehouse use, what is being stored? _____What is the total square footage of the building/space you are occupying: _____Is ELECTRICITY or GAS needed? <input type="checkbox"/> YES <input type="checkbox"/> NO Date Needed: _____Will you be installing or displaying any signs? <input type="checkbox"/> YES <input type="checkbox"/> NO -if YES a Sign Permit application is required.Is this an ADULT entertainment establishment? <input type="checkbox"/> YES <input type="checkbox"/> NOWill you be storing HAZARDOUS MATERIALS (explosives, ammunition, flammables, chemicals) on site? <input type="checkbox"/> YES <input type="checkbox"/> NO -if yes, describe stored items and quantities: _____	
<u>NOTE TO APPLICANT:</u> BE SURE TO SCHEDULE AN APPOINTMENT WITH THE BUILDING OFFICIAL FOR YOUR CERTIFICATE OF OCCUPANCY (C of O) INSPECTION. <ol style="list-style-type: none">1. A Building Inspection <u>must be</u> satisfactorily completed-PRIOR TO OCCUPANCY;2. Following preliminary inspection by the Building Official, a "Temporary" Certificate of Occupancy may be issued. The tenant may occupy the space/building with the conditions set forth by the Building Official;3. Prior to issuance of "permanent" Certificate of Occupancy the Fire Inspector and/or other City Official as required, shall conduct an inspection on the premises;4. Tenants/owners are required to comply with all applicable Codes. A "Permanent" Certificate of Occupancy will not be issued until all requirements have been met.5. If you have any questions regarding Codes, contact the Building Official at (210) 684-1391, extension 226, the Fire Inspector at (210) 684-3219, or the Police Department at (210) 684-3215. <p style="text-align: center;">I have read and understand the above information.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 30%; text-align: center;">_____ Signature</div><div style="width: 30%; text-align: center;">_____ Printed Name</div><div style="width: 30%; text-align: center;">_____ Date</div></div>	
<div style="border: 1px solid black; padding: 5px;"><p>*****FOR OFFICE USE ONLY*****</p><p>OCCUPANCY CLASS: _____ ADDITIONAL PERMIT REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO Type: _____</p><p>HAZARDOUS MATERIAL REVIEW REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO</p><p>LEGAL DESC: Lot: _____ Blk: _____ CB: _____ SUBDIVISION: _____</p><p>COMMENTS: _____</p><p>REVIEWED & APPROVED BY: _____ DATE: _____</p></div>	

